

# **Federal Student Aid (FSA) Enterprise Portal – Release 2**

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## **Pre Production Readiness Review Plan**



## TABLE OF CONTENTS

<b>1 Pre Production Readiness Review Overview.....</b>	<b>3</b>
<b>2 Pre Production Readiness Review Checklist.....</b>	<b>4</b>
<b>3 Issues/Questions.....</b>	<b>8</b>



## **1.0 Pre Production Readiness Review Overview**

The Pre Production Readiness Review Plan provides an overview of the activities necessary to ensure that the Enterprise Portal is ready to be deployed and ready to be turned over to the support organization. The main purpose of Pre Production Readiness Review is make sure all processes and documentation are in place, so that any discrepancies can be corrected before the Production Readiness Review. The following criteria will be verified Client, General, Service Operations/Recovery/Contingency, Configuration Management/Source Control, Technical Architecture, Licensing, Requirement and Design, Security, Testing, Application Training and Transition.

## **2.0 Pre Production Readiness Review Checklist**

The following is a checklist of activities, which will be verified as part of the Pre Production Readiness Review.



CRITERIA DESCRIPTION	GAP (Y/N)	COMMENTS/ HOW VALIDATED (Document Name)	WORK EFFORT	TARGET CMPL DATE	STATUS	RESP	RISKS IDENTIFIED	PROPOSED RISK MITIGATION
<b>CLIENT</b>								
Escalation Process								
Change Control Procedures								
Applications Management Task Order Reviewed and Approved								
<b>GENERAL</b>								
Project Definition Documentation	N	Located in Task Order 79 Technical Proposal			GREEN			
- Task Order	N	Approved Task Order			GREEN			
- Scope	N	Approved Task Order			GREEN			
- Approach	N	Approved Task Order			GREEN			
- Business Drivers	N	Approved Task Order			GREEN			
<b>SERVICE OPERATIONS/ RECOVERY/ CONTINGENCY</b>								

**FSA Enterprise Portal**

## Release 2 – Pre Production Readiness Review Plan

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VDC Operations Documentation								
- Operations Checklist								
- Service Level Agreements								
- Callout List								
- Responsibilities Matrix								
- Escalation Procedures								
- Installation Guidelines								
- Troubleshooting Procedures								
- Number of Application Users								
- Application Service Level Agreement								
- Application Operating Level Agreement								
- Application Help Desk Established								
<b>CONFIGURATION MANAGEMENT/SOURCE CONTROL</b>								
Configuration Management Plan	N	Portals CM Plan Document			GREEN			
Version Control Procedures	N	Portals CM Plan Document			GREEN			

**FSA Enterprise Portal**

## Release 2 – Pre Production Readiness Review Plan

---

CRITERIA DESCRIPTION	GAP (Y/N)	COMMENTS/ HOW VALIDATED (Document Name)	WORK EFFORT	TARGET CMPL DATE	STATUS	RESP	RISKS IDENTIFIED	PROPOSED RISK MITIGATION
Source Code Library								
<b>TECHNICAL ARCHITECTURE</b>								
Technical Architecture Requirements								
Development (i.e. coding) Standards								
Software Development Lifecycle Processes								
Environment Specifications								
- Development								
- Test								
- Demo Site								
- Production								
<b>LICENSING</b>								
Software License Requirements (incl. Paid Licenses)								
<b>CODE REVIEW</b>								
User Specifications								
Functional Specifications								
Technical Specifications								
<b>SECURITY</b>								
Application Security Requirements								

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**FSA Enterprise Portal**

## Release 2 – Pre Production Readiness Review Plan

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Requirements								
Security Officer Identified								
Rules of Behavior for System Users								
Personnel Security Classifications for users, developers, testers, and others								
Disaster Recovery/Continuity of Operations Plan								
Data Integrity/Validation Controls								
Audit Trails								
System Security Plan								
Certification and Accreditation Plan (with Interim Approval to Operate memo signed by the system owner)								
Security Risk Assessment complete and mitigation plan implemented								
<b>TESTING</b>								
Test Strategy and Approach (for all levels of testing)	N	Test Plan			GREEN			

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**FSA Enterprise Portal**

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Test Model (incl. test plans and test scripts mapped to the appropriate requirements)	N	Test Plan			GREEN			
Test Data								
Documented Test Results								
Section 508 requirements tested and verified by ED Assistive Technology Group (ATG)								
SIR Log	N	ClearQuest			GREEN			
Client and User Sign-Off								
<b>APPLICATION TRAINING</b>								
User Training Conducted								
User Installation and Setup Procedures								
On-going Training Function Available								
<b>TRANSITION TO OPERATIONS</b>								
Open SIR Responsibility Identified and Agreed Upon								
Support available for Software Package								
Organizational Design and Skills Identified								



**FSA Enterprise Portal**Release 2 – Pre Production Readiness Review Plan

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CRITERIA DESCRIPTION	GAP (Y/N)	COMMENTS/ HOW VALIDATED (Document Name)	WORK EFFORT	TARGET CMPL DATE	STATUS	RESP	RISKS IDENTIFIED	PROPOSED RISK MITIGATION
Knowledge Transfer Plan								





**3.0 ISSUES / QUESTIONS**

The following issues / questions related to the Pre Production Readiness Plan.

Issue	Resolution